



Arnold Schwarzenegger, Governor  
SunneWright McPeak, Secretary, Business, Transportation & Housing Agency  
Jeff Davi, Real Estate Commissioner

PROMOTIONAL EXAMINATION  
CALIFORNIA DEPARTMENT OF  
REAL ESTATE

[www.dre.ca.gov](http://www.dre.ca.gov)

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EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DOMESTIC PARTNERSHIP, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

GENERAL AUDITOR II

HOW TO APPLY	Applications (Form Std. 678) must be postmarked no later than the application deadline. Applications postmarked, personally delivered or received via interoffice mail after the application deadline will not be accepted for any reason.
WHERE TO APPLY	DEPARTMENT OF REAL ESTATE 2201 BROADWAY, ATTN: (MC) PO BOX 187000 SACRAMENTO, CA. 95818-7000 Testing Information: (916) 227-0802
APPLICATION DEADLINE	<p><b>Note: If you have a disability</b> and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination and/or Employment Application." You will be contacted to make specific arrangements.</p> <p><b>Continuous Filing</b></p>
PANEL INTERVIEW	It is anticipated that interviews will be held during November 2005
SALARY RANGE	\$3589 - \$4363
ELIGIBILITY REQUIREMENTS	Applicants must have a permanent civil service appointment with the Department of Real Estate or meet the criteria outlined in State Personnel Board Rules 234 or 235 as of October 19, 2005, in order to compete in this examination.
MINIMUM QUALIFICATIONS	<p>All applicants must meet the education and/or experience requirements for this examination by the application deadline. <b>NOTE:</b> <i>All applications/resumes must include: "to" and "from" dates (month/day/year); time base, civil service class titles and duties. Applications/resumes received without this information will be rejected.</i></p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", "Or II," "Or III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p><b><u>Either I</u></b></p> <p><b>Experience:</b> One year of experience in the California State service performing accounting or auditing duties of a class equivalent in level to that of Accountant Trainee or Auditor I. (Applicants meeting the education requirements who have completed six months of service performing professional accounting or auditing duties of a class equivalent in level to that of an Accountant Trainee or Auditor I will admitted to the examination, but they must satisfactorily complete one year of this experience before they can be considered eligible for appointment.)</p> <p><b><u>Or II</u></b></p> <p>One year of experience in the California state service performing the duties of an Accountant I; or two years of increasingly responsible professional accounting or auditing experience</p> <p><b><u>And</u></b></p> <p><b><u>Education:</u></b></p> <p>Equivalent to graduation from college, with a specialization in accounting;</p> <p><b><u>Or</u></b></p> <p>2. Completion of either:</p> <p>a. prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law; <b><u>or</u></b></p> <p>b. The equivalent of 16 semester hours of professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, cost accounting, and business law.</p> <p><b><u>NOTE: Applications must contain the following information on all accounting, auditing, business law, and related courses completed:</u></b> <b><u>Title; semester or quarter credits; name of institution; and completion date.</u></b></p> <p><b>Special Requirements</b> - Ability to qualify for a fidelity bond. Willingness to travel and work away from the headquarters office.</p>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

JOB DESCRIPTION	A General Auditor II, under direction, conducts the more difficult office or field audits of the accounts and records of individuals and business firms subject to State regulation or taxation; and does other related work.
POSITION LOCATIONS	Positions exist in Sacramento, Oakland, Los Angeles, Fresno, and San Diego.
EXAMINATION INFORMATION	<p>This examination will consist of a pre-exposed exercise and an oral interview weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.</p> <p><b>CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.</b></p> <p><b>NOTE:</b> Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p><b>Scope:</b></p> <p><b>A. Knowledge of:</b></p> <ol style="list-style-type: none"><li>Accounting and auditing principles and procedures and applying them in the work performed.</li><li>Business Law</li></ol> <p><b>B. Ability to:</b></p> <ol style="list-style-type: none"><li>Apply accounting and auditing principles and procedures in work performed.</li><li>Conduct a variety of audits and accounts and records.</li><li>Analyze data and draw sound conclusions.</li><li>Analyze situations accurately and take effective action.</li><li>Prepare clear, complete and concise reports.</li><li>Establish and maintain cooperative relations with those contacted in the work force.</li><li>Speak and write effectively.</li></ol>
ELIGIBLE LIST INFORMATION	A departmental promotional eligible list will be established for the Department of Real Estate. Names of successful competitors are merged into the list in order of final scores, regardless of date. Eligibility expires after 12 months.

**GENERAL INFORMATION**

**The Department of Real Estate reserves** the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**It is the candidate’s responsibility** to contact the Department of Real Estate Personnel Office (916) 227-0802 four weeks after submitting an application if he/she has not received a progress notice.

**If a candidate’s notice** of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available at the State Personnel Board**, local offices of the Employment Development Department and the Department of Real Estate. The Examination and/or Employment Application form (Std 678) is accessible via the Internet at <http://www.spb.ca.gov>.

**If you meet the requirements stated** on the reverse, you may take this examination. Possession of the entrance requirement does not assure a place on the eligible list. The candidate's performance in the examination described on this bulletin will be rated against predetermined rating criteria. All candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by examination, regardless of date, must be used in the following order; 1) subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil services status and eligibility for promotional examination. These rules may be reviewed at departmental personnel offices or at the Information Center of the State Personnel Board.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgement, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigations may be made of employment records and personal history and fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate’s ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate’s personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.